

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Engineering Aid							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	802		01	MONTH/DAY/YEAR	YES NO		MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required			6. Personal Contacts				
2. Supervisory Controls			7. Purpose of Contacts				
3. Guidelines			8. Physical Demands				
4. Complexity			9. Work Environment				
5. Scope and Effect			27. TOTAL POINTS			27.	
Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)					28. GRADE		28.
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks: FLSA: N				Standard Job# 802-01		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 01	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 802	3. OCC FUNC.	4. OFF. TITLE CD 0007	5. OFF. TITLE (38) ENGRG AID		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 01EA			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) County(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)							
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.		Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.		Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other			
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE				31. DATE			
32. REMARKS Standard Job #802-01							

A. Major Duties

Works in a basic trainee capacity and performs simple tasks in support of research projects involving various engineering disciplines conducted by the Agency. Such duties involve very simple repetitive tests, procedures, routines, or operations which require no previous knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory and/or field location.

Performs routine measurements, simple arithmetic computations, and instrument readings.

Records specified data.

Weighs samples and operates simple test instruments.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

B. Evaluation Factors

1. Knowledge Required by the Position

Ability to use simple laboratory/field equipment and perform simple, repetitive tasks.

Ability to learn basic engineering and laboratory terminology.

Ability to remember simple procedures, read simple instructions, and write legibly.

Ability to learn proper safety procedures and precautions.

2. Supervisory Controls

Specific and clear instructions are given on a task-by-task basis by the supervisor. A higher grade worker is immediately available to answer questions or resolve problems. All work is closely checked for accuracy, quality, and adherence to instructions in progress and on completion.

3. Guidelines

Specific detailed guidelines are provided verbally by the supervisor or higher grade employee covering all assigned tasks. The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. Complexity

All assignments are directly related to routine engineering tasks that are clear-cut and easily understood. Steps for completing assignments according to written and oral instructions are easily memorized. There is little or no choice to be made in deciding what needs to be done or the method of accomplishing the tasks.

5. Scope and Effect

The work involves the performance of specific routine operations that include a few separate tasks or procedures. The purpose of this work is to provide a basic support service to others, but has little impact beyond the immediate research unit or location.

6. Personal Contacts

Contacts are primarily with other employees within the research location and facilities.

7. Purpose of Contacts

The purpose of contacts is to obtain, clarify, or give facts or information. The facts or information are generally easily understood.

8. Physical Demands

Typically, work is performed in a laboratory or field setting. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, climbing, crouching, bending, and carrying items ranging from lightweight to moderately heavyweight (less than 50 lbs.). Good eye and hand coordination is necessary to perform satisfactorily.

9. Work Environment

The work is performed in a laboratory, shop, or other research setting which involves everyday risks or discomforts, requiring the use of normal safety precautions. Indoor areas are adequately lighted, heated, and ventilated.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____